



# U.S. Small Business Administration MANAGEMENT TRAINING REPORT

OMB Approval Number: 3245-0123  
Expiration Date: 9-30-99

Please Print or Type

1. LOCATION CODE				2. SBDC CODE/ SCORE CHPTS. #				3. DATE TRAINING STARTS			4. DATE TRAINING ENDS			5. TOTAL HRS OF TRAINING			
								MONTH	DAY	YEAR	MONTH	DAY	YEAR				
6. TITLE OF TRAINING								7. LOCATION OF TRAINING									
								A. CITY/TOWN						B. STATE		C. ZIP CODE	
8. NUMBER OF ATTENDEES																	
A. TOTAL		B. BUSINESS OWNERS		C. MINORITIES		D. WOMEN		E. TOTAL VETERANS		F. VIETNAM ERA VETS		G. DISABLED VETS		H. SBA CLIENTS		I. INTERNAT'L TRADE	
9. TRAINING TOPIC (check only one)																	
<input type="checkbox"/> A. PRE-BUSINESS PLANNING				<input type="checkbox"/> G. ACCOUNTING/BUDGET				<input type="checkbox"/> M. COMPUTERS IN SMALL BUSINESS									
<input type="checkbox"/> B. MANAGING A BUSINESS				<input type="checkbox"/> H. CASH FLOW MANAGEMENT				<input type="checkbox"/> N. RURAL BUSINESS DEVELOPMENT									
<input type="checkbox"/> C. BUSINESS PLAN				<input type="checkbox"/> I. TAX PLANNING				<input type="checkbox"/> O. WOMEN-OWNED BUSINESS									
<input type="checkbox"/> D. MANAGING EMPLOYEES				<input type="checkbox"/> J. LEGAL ISSUES				<input type="checkbox"/> P. VETERANS OUTREACH CONF.									
<input type="checkbox"/> E. MARKETING/SALES				<input type="checkbox"/> K. PROCUREMENT/PURCHASING				<input type="checkbox"/> Q. TECHNOLOGY									
<input type="checkbox"/> F. CUSTOMER RELATIONS				<input type="checkbox"/> L. INTERNATIONAL TRADE				<input type="checkbox"/> R. OTHER (SPECIFY) _____									
10. RESOURCES PARTICIPATING (check all that apply)																	
<input type="checkbox"/> A. SCORE				<input type="checkbox"/> E. VOC ED/TECH SCHOOLS				<input type="checkbox"/> I. FOR-PROFIT ORGANIZATION									
<input type="checkbox"/> B. SBDC				<input type="checkbox"/> F. CHAMBER OF COMMERCE				<input type="checkbox"/> J. SBA ONLY									
<input type="checkbox"/> C. OTHER COLLEGE/UNIVERSITY				<input type="checkbox"/> G. TRADE OR PROFESSIONAL ASSOC.				<input type="checkbox"/> K. OTHER									
<input type="checkbox"/> D. JR. OR COMMUNITY COLLEGE				<input type="checkbox"/> H. GOVERNMENT AGENCY													
11. PROGRAM FORMAT (check only one)								12. UNIT HISTORY									
<input type="checkbox"/> A. PRE-BUSINESS WORKSHOP				<input type="checkbox"/> C. COURSE				<input type="checkbox"/> A. NEW									
<input type="checkbox"/> B. CONFERENCE				<input type="checkbox"/> D. TV/MEDIA				<input type="checkbox"/> B. ONGOING									
13. NO. OF PRIVATE SECTOR VOLUNTEERS ASSISTING								14. ATTENDEE FEE				15A. TOTAL GROSS FEE INCOME					
A. SCORE _____ B. OTHER _____								A. FULL FEE \$ _____ ( )									
								B. DISCOUNTED FEE \$ _____ ( )									
								C. NO FEE _____ ( )				\$ _____					
15B. (FOR SBDC USE ONLY) FEE DISTRIBUTION Distribution of total gross fee income:																	
_____ SBDC \$ _____ CO-SPONSOR(S) \$ _____																	
Cosponsor contact(s) and telephone: (when fees are received)																	
16A. SBDC DIRECTOR SIGNATURE* _____ DATE _____								16B. SBA PROJECT OFFICER SIGNATURE _____ DATE _____ I certify that this is valid for reporting as an SBDC milestone.									
17. SCORE DESIGNEE SIGNATURE* _____ DATE _____																	
18. OTHER COSPONSOR DESIGNEE SIGNATURE* _____ DATE _____										19. RES MGR/ACCT. EX. NO. _____							

SBA FORM 888 IS TO BE USED TO REPORT ONLY THAT TRAINING THAT SBA PLAYS A SIGNIFICANT ROLE IN DEVELOPING. MOREOVER, THAT TRAINING MUST HAVE BEEN GENERALLY ATTENDED BY EXISTING OR PROSPECTIVE SMALL BUSINESSES. RETAIN THE ORIGINAL IN THE DISTRICT'S TRAINING FILE, FORWARD A COPY TO ARA/ED. IF INTERNATIONAL TRADE, WOMEN'S OR VETERANS IS THE SUBJECT, FORWARD A COPY TO THE APPROPRIATE OFFICE.

- BLOCK 1: REFLECTS THE FOUR DIGIT SBA DISTRICT OFFICE CODE (SAME AS SCORE DISTRICT#).
- BLOCK 2: THE FIRST TWO DIGITS DENOTE THE SBDC, THE SECOND THREE THE SUBCENTER. WHEN USED BY SCORE, ENTER CHAPTER #.
- BLOCK 3 & 4: IF THE TRAINING IS COMPLETED IN ONE DAY, INDICATE THE DATE IN BOX 4 ONLY.
- BLOCK 5: TOTAL HOURS OF TRAINING STATED IN WHOLE NUMBERS.
- BLOCK 6 & 7: COMPLETE AS INDICATED.
- BLOCK 8: A-I. SHOW ACTUAL COUNT. E. INCLUDE VIETNAM-ERA AND DISABLED VETERANS.  
H. SBA CLIENTS. INCLUDES BORROWERS, 8(A) CLIENTS, SURETY BOND AND COC.
- BLOCK 9: CHECK THE ONE BLOCK THAT MOST CLOSELY REFLECTS THE TRAINING PROVIDED.  
A. PRE-BUSINESS PLANNING: ALL BUSINESS START-UP TRAINING.  
B. MANAGING A BUSINESS: ANY TRAINING DIRECTED AT THE GENERAL FUNCTIONS OF MANAGEMENT (E.G., PLANNING, ORGANIZING, DIRECTING, DELEGATING, CONTROLLING, PROBLEM-SOLVING, DECISION-MAKING).  
C. BUSINESS PLAN: TRAINING THAT HELPS DEVELOP A FORMAL BUSINESS PLAN.  
D. MANAGING EMPLOYEES: TRAINING THAT HELPS IMPROVE HIRING, PREPARING, AND FIRING EMPLOYEES (RELATED AREAS INCLUDE LABOR MARKET ANALYSIS, EMPLOYEE RECRUITMENT, BENEFITS, AND PRODUCTIVITY, PLUS ISSUES OF SEXUAL HARRASSMENT, GRIEVANCE PROCEDURES, AND DRUG TESTING).  
E. MARKETING/SALES: TRAINING THAT HELPS IMPROVE ANY OF THE GENERAL AREAS IN MARKETING (E.G., MARKET RESEARCH, PRODUCT DEVELOPMENT, CHANNELS OF DISTRIBUTION, SITE SELECTION, ADVERTISING, SALES TECHNIQUES, SALES PROMOTION, AND SALES FORCE MANAGEMENT).  
F. CUSTOMER RELATIONS: TRAINING FOCUSED ON HELPING IMPROVE THE HUMAN AND INTERPERSONAL RELATIONS BETWEEN BUSINESSES AND THEIR CUSTOMERS.  
G. ACCOUNTING/BUDGETING: TRAINING THAT HELPS IMPROVE THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF RECORDKEEPING, BUDGETING, AND/OR ACCOUNTING SYSTEMS.  
H. CASH FLOW MANAGEMENT: TRAINING THAT HELPS IMPROVE THE PREPARATION, ANALYSIS AND INTERPRETATION OF INCOME STATEMENTS, CASH FLOW PROJECTIONS AND FINANCIAL RATIOS (RELATED AREAS INCLUDE ACCOUNTS RECEIVABLE MANAGEMENT AND INVENTORY CONTROL).  
I. TAX PLANNING: TRAINING THAT HELPS IMPROVE THE UNDERSTANDING, PLANNING, AND ASSESSMENT OF TAX IMPLICATIONS ON THE BUSINESS.  
J. LEGAL ISSUES: ANY TRAINING ACTIVITY THAT INCREASES THE KNOWLEDGE OF BUSINESS LAW, REGULATORY AND LICENSURE REQUIREMENTS, AND CONTRACT LAW.  
K. PROCUREMENT/PURCHASING: TRAINING ACTIVITY THAT HELPS IMPROVE THE UNDERSTANDING, PREPARATION AND EXECUTION OF THE BIDDING PROCESS IN GOVERNMENTAL PURCHASING ACTIVITIES; PLUS TRAINING THAT HELPS IMPROVE THE ABILITY TO PLAN, BUY AND MAINTAIN INVENTORIES IN A COST EFFECTIVE MANNER.  
L. INTERNATIONAL TRADE: ANY TRAINING ACTIVITY THAT INCREASES THE ABILITY TO COMPETE IN THE AREA OF EXPORTING.  
M. COMPUTERS IN SMALL BUSINESS: TRAINING THAT HELPS IMPROVE THE UNDERSTANDING AND USE OF COMPUTERS IN SMALL BUSINESS OPERATIONS (EXCLUDE COURSES IN COMPUTER PROGRAMMING LANGUAGES, SYSTEMS ANALYSIS, AND COMPUTER ENGINEERING).  
N. RURAL ECONOMIC DEVELOPMENT: ANY TRAINING ACTIVITY THAT INCREASES THE UNDERSTANDING AND ABILITY TO ASSIST IN RURAL ECONOMIC DEVELOPMENT EFFORTS THROUGH SMALL BUSINESS DEVELOPMENT.  
O. WOMEN-OWNED BUSINESS: ANY TRAINING ACTIVITY THAT INCREASES THE UNDERSTANDING OF AND THE ABILITY TO ASSIST BUSINESSES THAT ARE AT LEAST 51% WOMAN OWNED.  
P. VETERANS OUTREACH CONFERENCE: ANY TRAINING ACTIVITY (CONFERENCE, SEMINAR, WORKSHOP) SPECIFICALLY ORIENTED AND MARKETED TO VETERANS THAT HELPS IMPROVE THE CONDITION AND POSITION OF BUSINESSES OWNED BY AMERICA'S VETERANS.  
Q. TECHNOLOGY: ANY TRAINING ACTIVITY THAT INCREASES THE UNDERSTANDING AND ABILITY TO ASSIST OR ENCOURAGE BUSINESSES TO USE NEW APPLICATIONS OF SCIENCE, ESPECIALLY TO INDUSTRIAL OR COMMERCIAL OBJECTIVES.  
R. OTHER: ANY TRAINING ACTIVITY NOT SPECIFIED ABOVE.
- BLOCK 11: A. PRE-BUSINESS WORKSHOP: GENERALLY DEFINED AS A ONE DAY SESSION FOR TYPICALLY 6 TO 8 HOURS THAT INCLUDES: BUSINESS ORGANIZATION, RECORDKEEPING, FINANCING, MARKETING, AND BUSINESS REGULATIONS AND TAXES.  
B. CONFERENCES MAY LAST ONE DAY OR SEVERAL, BUT MUST BE LESS THAN 8 HOURS.  
C. COURSE MAY LAST ONE OR SEVERAL, MUST EXCEED 8 HRS.
- BLOCK 12: A. NEW: ANY UNIT NOT PRESENTED BY THAT COSPONSOR IN THE PAST YEAR.  
B. ONGOING: ANY UNIT PRESENTED BY THAT COSPONSOR IN THE PAST YEAR.
- BLOCK 14: A. FULL FEE: ENTER FEE CHARGED AT THE DOOR. IN PARENTHESES PLACE NUMBER OF ATTENDEES WHO PAID THIS FEE.  
B. DISCOUNTED FEE: ENTER ANY REDUCED FEES AND IN PARENTHESES PLACE THE NUMBER OF ATTENDEES WHO PAID THIS FEE.  
C. ENTER THE NUMBER OF ATTENDEES WHO PAID NO FEE.
- BLOCK 10, 13, 15 AB, 19: COMPLETE AS INDICATED.  
BLOCK 16 AB, 17, 18: THE SIGNATOR CERTIFIES THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF HIS/HER KNOWLEDGE.

PLEASE NOTE: THE ESTIMATED BURDEN HOURS FOR THE COMPLETION OF THIS FORM IS 6 MINUTES. IF YOU HAVE ANY QUESTIONS OR COMMENTS CONCERNING THIS ESTIMATE OR ANY OTHER ASPECT OF THIS INFORMATION COLLECTION, PLEASE CONTACT CHIEF, ADMINISTRATIVE INFORMATION BRANCH, U.S. SMALL BUSINESS ADMINISTRATION, 409 3RD ST., S.W., ROOM 5000, OR CLEARANCE OFFICER, PAPERWORK REDUCTION PROJECT (3245-0123), OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, D.C. 20503.